

CD10-OWI-004

REVISION A

EFFECTIVE DATE: July 12, 2000

ORGANIZATIONAL WORK INSTRUCTION (OWI)

CD10

POSITION MANAGEMENT AND POSITION CLASSIFICATION

APPROVING
AUTHORITY

NAME

TITLE

ORG

DATE

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7/12/00

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline version
Revision	A	07/12/00	Records paragraph revised and expanded.

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1. PURPOSE

The purpose of this Organizational Work Instruction (OWI) is to document the processes by which the Human Resources Department (HRD) classifies positions (other than Senior Executive Service and NASA Excepted positions) for all personnel at the Marshall Space Flight Center (MSFC) including personnel performing services directly affecting quality.

2. APPLICABILITY

This OWI applies to position management and position classification activities performed by the HRD.

3. APPLICABLE DOCUMENTS

- U.S. Office of Personnel Management (OPM) Functional Standards
- U.S. OPM Position Classification Standards
- Introduction to the Classification Standards
- The Classification Handbook
- Handbook of Occupational Groups and Families
- NASA Position Classification Handbook NHB 3510.51
- Title 5 Code of Federal Regulations Part 511 Classification under the General Schedule
- Digest of Significant Classification Decisions and Opinions
- NPG 1441.1 NASA Records Retention Schedules

*Note: Use current Revisions unless there is an overriding authority.

4. DEFINITIONS

- Classification Act of 1949 - Established the classification standards program for positions in the General Schedule, which was codified in Chapter 51 of Title 5, United States Code. The statute established the principle of providing equal pay for substantially equal work.
- Position - The duties and responsibilities which make up the work performed by an employee.

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- Position Description (PD) - The official description of management's assignment of duties, responsibilities, and supervisory relationships to a position.
- Class of Positions - All positions that are classified to the same schedule, series, grade (e.g. GS, 510-12) and are sufficiently alike to warrant like treatment in personnel processes such as testing, selection, transfer, and promotion.
- Classification Standard - Issued by OPM to relate the grade level definitions in Title 5 to specific work situation and thereby provide the basis for assigning each position the appropriate title, series, and grade.
- Grade - The numerical designation GS-1 through GS-15 that identifies the range of difficulty and responsibility and level of qualification requirements of position included in the General Schedule.
- General Schedule (GS) - The broadest subdivision of the classification system covered by Title 5. It includes a range of levels of difficulty and responsibility for covered positions for grades GS-1 through GS-15. "GS" designates it for supervisory and non-supervisory positions at all of the grade levels.
- Occupational Group - A major subdivision of the General Schedule embracing a group of associated or related occupations (e.g. the Accounting and Budget Group).
- OPM - Office of Personnel Management; Federal Agency with responsibility for regulating all aspects of Federal personnel programs.
- Position Management - The authority and responsibility to establish, classify, and manage positions to accomplish the Agency's mission in the most efficient and economical manner.
- PIJ - Person in the Job, also known as "Man in the Job" - see Classification Handbook page 49.
- Series - A subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and number (e.g. Accounting Series, GS-510).
- Personnel Management Specialist (PMS)/Human Resources Specialist (HRS) - Individual authorized by delegated authority to evaluate and properly classify positions covered by the General Schedule.
- FES - Factor Evaluation System; Position classification standard format utilizing nine factor level descriptions.

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Point values assigned under this format are totaled and the grade conversion table used to determine the grade of the position classified.

5. INSTRUCTIONS

- 5.1 The guidelines established in the reference "Applicable Documents" would be adhered to in all matters related to position classification within the MSFC Human Resources Department.
- 5.2 Management Responsibility - The Human Resources Department Manager will redelegate classification authority to qualified classification/personnel management/human resources specialists as required.

Each new Position Description Record is classified by the Personnel Management Specialist/Human Resources Specialist and given to the Classification Clerk who determines what position number will be allocated (i.e., Training Positions 90K number, Testing Designated Positions 80K number, and all other positions are 30K numbers with supervisory positions being designated with -S). Position numbers are listed in the top right-hand corner of NASA Form 692 with attachments also marked accordingly.

The Classification Clerk completes NASA Form 692, checks duties and responsibilities attachments and certifications, and delivers completed record to the Protective Services Department for determination of position sensitivity.

A copy of the completed Position Description Record is processed and filed with the necessary Standard Form 50 action in the Official Personnel File.

The original Position Description Record is filed in binders separated by NASA Class Code and General Schedule Series and Grade. It is also stored on compact disk by the position number.

Records are retained in accordance with the NASA Records Retention Schedule.

Training - On-the-Job-Training and completion of the Basic Position

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Classification course is mandatory before authority is delegated to classify positions. Upon completion of the required training, a record of successful completion shall be maintained in the employee's Individual Training Record.

6. NOTES - None

7. SAFETY PRECAUTIONS AND WARNING NOTES - None

8. APPENDICES, DATA, REPORTS, AND FORMS

NASA Form 692 - Position Description

NASA Form 2938 - Position Record Amendment

9. RECORDS

Type of Record: NASA Form 692

Responsible Party: Human Resources Department Team Leader

Location: Human Resources Department, File Room, Room 334
Building 4200

Retention Schedule: Maintained in accordance with USOPM
Guide to Personnel Recordkeeping.

Type of Record: NASA Form 2938

Responsible Party: Human Resources Department Team Leader

Location: Human Resources Department, File Room, Room 334
Building 4200

Retention Schedule: Maintained in accordance with the USOPM
Guide to Personnel Recordkeeping.

10. TOOLS, EQUIPMENT, AND MATERIALS - None

11. PERSONNEL TRAINING AND CERTIFICATION

All position classifiers require completion of "Basic
Position Classification" Course.

12. FLOW DIAGRAM - See attached sheets.